

DDA 85-1919

30 MAY 1985

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MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Services  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education  
Special Support Assistant to the DDA

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Follow-up on Excellence Suggestions

REFERENCE: DDA 85-0024/22, Memo to ExDir from DDA,  
dtd 29 Jan 1985, Same Subj

1. In January 1985 I requested that your Offices prepare comments to the suggestions on Excellence submitted by the Deputy Director for Science and Technology (DDS&T). Once received (OIT, at that time ODP, and OC had no comment), a consolidated response was prepared and forwarded to the Executive Director (EXDIR) containing your individual views and comments on the twelve topics noted for reply. Included in those comments were a number of specific taskings, action items, and self-initiated office reviews relative to the administrative topics submitted for consideration.

2. Therefore, I have decided to follow in the spirit of our recent luncheon consultations and provide an update to the EXDIR on our accomplishments in these areas of mutual concern. Consequently, I request that you review the attached material and submit a status report covering all follow-up activities to items originally commented on by your Offices. If you provided no comment to the earlier request, no additional response is now needed. Please forward your responses to me no later than 17 June 1985.

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Harry E. Fitzwater

Attachment

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Next 2 Page(s) In Document Denied